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31 October 1968

MEMORANDUM TO: Director of Communications

SUBJECT : Memorandum of Appreciation

1. The Records Management Conference held at [redacted] 22-23 October 1968 was highly successful. Eighty-two Records Officers and others directly concerned with Records Management attended and participated in the program. 25X1A6a

2. The success that the Conference enjoyed is directly attributable to the excellent support received from the [redacted] and his staff. The fine professionalism demonstrated by [redacted] was indeed gratifying. Also the on-the-spot response of [redacted] who assisted the Conference Coordinator in running the projectors proved to be invaluable. Arrangements for quarters, the meals, the coffee breaks, and the social hour were well executed. 25X1A 25X1A6a 25X1A9a 25X1A9a 25X1A9a

3. Please accept my sincere appreciation in behalf of the Agency Records Administration Officer, his staff and all the conferees for the excellent manner in which your officers supported our Conference.

[redacted] 25X1A9a

Chief, Support Services Staff

Distribution:
Orig. & 1 - Addee
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25X1A9a DDS/SSS/RAB/[redacted]:pr (31 October 1968)

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